



## **CITY OF BEVERLY**

### **Job Posting (Vacancy)**

Department: Library

Position: Assistant Library Director

Position Status: Non-union

Job Description: Provided

Interested applicants should submit resumes to the Human Resources office no later than  
Monday, June 14, 2010.

**City of Beverly  
MASSACHUSETTS  
JOB DESCRIPTION**

**Title:** Assistant Library Director

**Supervisor:** Library Director

**Grade:** N/A

**Civil Service:** No

**Union:** No

**Summary:**

Works with the Library Director to plan, implement, and oversee a program of Library services for the City of Beverly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following; other duties may be assigned.

- Supervises the daily routine of Library operations and personnel.
- Establishes and supervises staff schedules.
- Assists in preparation of and monitoring of the library's budget.
- Directs the library's operations in the absence of the Library Director.
- Assists in planning and evaluating Library projects by gathering, researching and presenting information.
- Takes minutes at the meetings of the Board of Library Trustees. Posts public meetings of the Board of Trustees with the City Clerk.
- Assists in the staff hiring process by participating in pre-screening and interviewing of job applicants.
- Assists in evaluating departmental function, collection development, public, and technical services.
- Assists in the preparation of grant applications.
- In the absence of the Library Director, acts as the voting representative to Noble.
- Acts as the Library's representative to Noble for collection management.
- Participates in activities of professional associations; attends institutes and workshops and reports on such activities to the Library staff.

**QUALIFICATIONS:**

Master's Degree in Library or Information Science from a graduate school accredited by the American Library Association. Prior supervisory experience.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance or stoop.

The employee must lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.